

America's Second Harvest of Coastal Georgia, located in Savannah, GA serves as the food safety net for tens of thousands of children, senior citizens, low-income families, and people with disabilities that are at-risk for hunger throughout southeastern Georgia. We partner with over 240 churches and non-profit agencies to provide emergency food assistance across Coastal Georgia in twenty-one counties. Last year, Second Harvest provided more than 28.2 million pounds of food to hungry people in our area through a variety of programs. We are currently hiring for the following position:

Creative Content & Social Media Coordinator

Reports to: Marketing and Communications Manager

Classification: Full time, non-exempt

Primary Job Duties: This position promotes awareness and support for Second Harvest's mission through its website, social media presence and other online support activities, including content creation and website administration. The Creative Content & Social Media Coordinator will also assist in the design and development of printed materials and product. These include but are not limited to signature special events, third party events, corporate events, media events, etc.

Key Responsibilities:

- Study the objectives, promotional practices and needs of the organization to help develop social media and web strategies that will influence public opinion and further the mission of Second Harvest.
- Work with all departments to meet their needs for online/social media information dissemination and design work.
- Create fresh content for all social channels including but not limited to Instagram posts, stories, and reels, Facebook updates, Twitter, TikTok and LinkedIn posts.
- Create a content calendar and update all social media accounts on a daily basis consisting of graphics, photos and videos.
- Film and interview food bank clients, agency representatives, donors and others for both print and video media. Photograph food distributions and events as needed for website, social media and marketing collateral materials.
- Utilize creative software such as Canva, InDesign and Photoshop to create graphics for social media posts, website banners, newsletters and printed materials.
- Utilize Wordpress to maintain, manage and update website content in a timely and strategic manner.
- Prepare monthly reports on web usage and social media metrics. Identify and track brand mentions online.
- Perform other related duties and assignments as required.

Minimum Requirements:

- Qualified candidates for this position must have a Bachelor's degree in related field and at least two years professional experience in the marketing, design, and/or communications industry.
- Ability to coordinate multiple projects and events and adhere to deadlines in a high-energy, fast-paced environment.
- Excellent communication skills, both oral and written in addition to being highly organized and have the ability to work with a diverse group of people.
- Graphic design experience to require proficiency in Photoshop, Illustrator, InDesign, Canva and related content creation programs. Experience in basic HTML coding and web browser software such as Wordpress.
- Photography and videography experience. iPhone use is acceptable, advanced photo/video editing with a proficiency in Premiere is required.
- Ability to day travel within a 21-county area.
- A portfolio of prior work will be required.

Interested candidates should email a copy of their resume and salary requirements to:

Alison Mahoney
Human Resources
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